

DIVISION OF HOUSING



AND COMMUNITY DEVELOPMENT

City of Memphis - Non-Profit Housing Center

# **CHDO Multi-Family Rental Program**



***MULTI-FAMILY/RENTAL  
APPLICATION  
FY-2018***

**Please submit completed application by:**

**Friday, November 18, 2016  
4:00 p.m.**



**Housing & Community Development (HCD)  
701 North Main Street  
Memphis, TN 38107**



## Table of Contents

CHDO Overview (Roles and Relationships between the City and Its Partners).....	3
CHDO Proposal for Funding.....	3
CHDO Experience Ratio Rate Chart for Subsidy Level.....	4
CHDO Policy – Use of Operating Funds.....	4
Administrative Funding Policy.....	5
Special Needs Populations.....	5
Large Families and Households.....	5
Target Neighborhoods/ Consolidated Plan Priorities.....	5
Homeless.....	6
CHDO Capacity Performance Policy.....	6
History and Goals of the Program.....	7
Current Home Snapshot.....	8
HOME Funds Time Limitations.....	8
Home-Funded Activities.....	9
Glossary of Home Terms.....	9
CHDO Application Submission.....	12
CHDO Application Form.....	13
FY-2018 Evaluation Form (Ranking Criteria).....	13
Application Type.....	I
Income Household Served.....	II
Development Name and Address.....	III
Community Housing Development Organization.....	IV
Sponsored Organization Data.....	V
Board Listing.....	VI
Development Team Information.....	VII
Development Timeline.....	VIII
Site Information.....	IX
Multi-Family Development Information.....	X
Acquisition of Existing Building(s).....	XI
Relocation Information.....	XII
Existing Building(s) Occupancy.....	XIII
General Scope of Work.....	XIV
Development Cost.....	XV
Syndication of Equity Information.....	XVI
Development Subsidy Information.....	XVII
Development Rents.....	XVIII
Monthly Utility Allowance Calculations.....	XIX
Annual Development Expense Information.....	XX
Annual Development Cash Flow Analysis Summary.....	XXI
Energy and Amenities Information.....	XXII
Sources of Construction & Permanent Financing Funds.....	XXIII
Development Budget.....	XXIV
Profit and Loss Statement.....	XXV
Environment Assessment.....	XXVI
Mandatory CHDO Application Submission Checklist.....	43
Mandatory Items for Review.....	44
CHDO Applicant's Certification.....	45

## CHDO Overview

▣ **CHDO:** A CHDO is a private, nonprofit organization that meets a series of qualifications prescribed in the HOME regulations. The City must use a minimum of fifteen- percent (15) of its annual allocation for housing owned, developed or sponsored by CHDOs. The City will evaluate organizations' qualifications and designate them as CHDOs. CHDOs also may be involved in the program as sub recipients, but the use of HOME funds in this capacity is not counted toward the fifteen percent (15 %) set-aside. **A CHDO can act in three (3) different capacity roles as listed below; however, due to the new changes in the 2013 HOME Final Rule, the CHDO must select one of the following:**

▣ **Owner:** The CHDO is an "owner" when it holds valid legal title to or has a long-term (99-year minimum) leasehold interest in rental property. The CHDO may be an owner with one or more individuals, corporation, partnership or other legal entities. (Reference CHDO Policy and Procedure Manual)

▣ **Developer:** A CHDO is a "developer" when it either owns a property and develops a project, or has a contractual obligation to a property owner to develop a project. (Reference CHDO Policy and Procedure Manual)

▣ **Sponsor:** (1) A CHDO is a "sponsor" for HOME-assisted rental housing when it develops a project that it solely or partially owns and agrees to convey ownership to a second nonprofit organization at a predetermined time. The conveyance may take place prior to, during or upon completion of the development phase.

(2) A CHDO is a "sponsor" for HOME-assisted homebuyer's program when it owns the property, then shifts responsibility for the project to another nonprofit at some specified time in the development process. The second nonprofit in turn transfers title, along with the HOME loan/grant obligations and resale requirements, to a HOME-qualified homebuyer within a specified timeframe.

▣ One of the goals of the HOME Program is to establish strong public/private partnerships. The City is required to make all reasonable efforts to maximize participation by private lenders and other members of the private sector. The Community Reinvestment Act (CRA) requirements provide an incentive to private lending institutions to become involved in HOME Program activities. Accordingly, all City Partners are encouraged to use private lenders as part of project financing.

## **CHDO PROPOSAL FOR FUNDING**

CHDOs, except those who have had open findings or concerns for a period of 60 days that have not been satisfactorily addressed in accordance with the requirements of the City, may apply for an application for CHDO project assistance.

A Request for CHDO proposals funding is issue once a year, usually in the fall of the year. The funding is on a competitive basis. Proposals are ranked for the following criteria:

The City has determined that the following activities may be undertaken by CHDOs:

- ▣ **Direct Financial Assistance:** HOME funds may be used to assist the purchaser of a HOME-assisted housing unit sponsored by a CHDO with HOME funds.
- ▣ **Homebuyer activities:** HOME funds may finance the acquisition and/or rehabilitation or new construction of homes for homebuyers. ***There's a nine (9) month deadline for the sale of a home or it will have to be converted to rental or the funds will have to be repaid per 2013 HOME Final Rule.***
- ▣ **Rental housing:** Affordable rental housing may be acquired and/or rehabilitated, or constructed. ***Rental units must be occupied by income-eligible households within 18 months of project completion; if not then the HOME funds must be repaid for the vacant units per 2013 HOME Final Rule.***

## CHDO EXPERIENCE RATIO RATE CHART FOR SUBSIDY LEVEL

And

### RATIO OF THE NUMBER OF UNITS FROM THE PROJECT TO THE AMOUNT OF FUNDS REQUESTED

<u>Years of Experience</u>	<u>Single Family Max.</u>	<u>Multi-Family Max.</u>
1	\$ 60,000.00	\$ 20,000.00
2	\$ 50,000.00	\$ 15,000.00
3	\$ 40,000.00	\$ 10,000.00
4	\$ 30,000.00	\$ 7,000.00
5 or more	\$ 20,000.00	\$ 5,000.00

#### ***Example:***

During the third (3<sup>rd</sup>) year of operation a CHDO request funding in the amount of Three hundred thousand dollars (\$300,000.00) from the City of Memphis to construct five (5) single family housing units. Based upon the CHDO years of experience, which is three (3) years, HOME funds permitted per unit subsidy is Forty thousands dollars (\$40,000.00) and the grant amount awarded would be Two hundred thousand dollars (\$200,000.00) and the CHDO will have to seek additional leverage dollars elsewhere.

### **CHDO POLICY - Use of Operating Funds**

The purpose of this policy is to promote self-sufficiency for the City of Memphis designated CHDO organizations in keeping with the intent of responsible management of federal HOME Program funds. Exceptions to this policy are subject to intense review and the direct approval of the Housing and Community Development Director.

Uses of Operating Funds - Funds will be used in accordance with HOME federal regulations as shown in 24 CFR 92.92.208 (a); (b) and 92.300 (e); (f) of the HOME Final Rule September 1999 **and the 2013 HOME Final Rule.**

Operating funds under the CHDO HOME Program shall be used to assist CHDO designated organization in carrying out the project development of affordable housing units.

- Years of Funding - as of January 2000, CHDO applicants requesting operating funds will be evaluated by the number of years recipient has received CHDO operating funding and the number of units to be developed in the proposal.
- First consideration will be given to first time project development applicants competing in SCIF process; the desire of the City is to assist new CHDO organizations to build up their capacity level. Consideration will be given to those who have been recipients of CHDO operating funds for three years or less. Operating funding will be limited to a maximum of five (5) years per organization.
- Organizations having received operating funds in excess of five (5) years may request an exception from the Director of the Division of Housing and Community Development for funding consideration; only if circumstances are warranted as determined by the Director or his duly assigned designee.
- Request for an exception must be submitted on the appropriate form found in the SCIF application.

## **ADMINISTRATIVE FUNDING POLICY**

<b>Years Participating in CHDO Program</b>	<b>Amount Allowed Per Unit</b>	<b>Maximum Amount Allowed</b>
1	Up to \$20,000 per Unit	\$50,000.00
2	Up to \$15,000 per Unit	\$40,000.00
3	Up to \$10,000 per Unit	\$30,000.00
4	Up to \$5,000 per Unit	\$20,000.00
5+	Up to \$3,000 per Unit	\$15,000.00

## **SPECIAL NEEDS POPULATION**

The Memphis CHDO Program encourages applications for funding that propose housing for special populations with low and very low incomes. Special Needs Population include the mentally ill, individuals with substance abuse problems, the developmentally disabled, the physically disabled, persons living with AIDS, the elderly, and the homeless. The CHDO program will give priority to projects that increase the availability of supportive housing units in safe and stable neighborhoods and insure that residents develop and maintain a clearly defined level of self-sufficiency through the provision of appropriate supportive services. Such projects should be planned and carried out in conjunction with appropriate service providers that regularly serve the targeted special population.

HOME-eligible types of housing encouraged for this target population include group housing, single room occupancy dwellings, multifamily housing units and permanent single family housing. Both rental housing and homebuyer opportunities are encouraged depending on the suitability of the housing for the proposed group.

## **LARGE FAMILIES/HOUSEHOLDS**

The Memphis CHDO Program encourages applications that propose the development of affordable housing of appropriate size for large lower-income households in Memphis. Large households are households of five or more persons who include at least one person related to the householder by blood, marriage or adoption. Targeting large households will allow the program to provide housing for a low-income group that seldom can find housing of appropriate size and affordability. Development of single-family dwelling units with four or more bedrooms to be rented by these families is a priority of the City's CHDO program.

While HOME-eligible types of housing for large families include multi-family and single family housing units for renters and home buyers, the development of single family rental units with four or more bedrooms that are appropriate for serving the target population will be given priority.

## **TARGET NEIGHBORHOODS**

The City of Memphis Community Housing Development Organization (CHDO) Program is designed to provide funds to CHDO's to undertake housing construction or rehabilitation projects which benefit low income households. In order to maximize the benefit of this and other programs, the City has established geographic target areas as priorities for housing and community development activities. Preference will be given to CHDO projects that are proposed within the geographic target areas.

The selection of geographic target areas listed below is based upon the overall need and potential for quality affordable housing development in the area. The need and potential are evaluated by the condition of the existing housing stock, number of vacant residential lots, the income levels of residents, the existence of other initiatives, the current housing market analysis and the affirmation of the community as a whole through the Consolidated Planning process.

The geographic target areas will be evaluated on an annual basis. This evaluation will determine whether the area will benefit from continued status as a target area or if new target areas are necessary. The maximum number of years for status as a target area will be three years.

All CHDO projects must adhere to the goals and objectives as outlined in the Consolidated Plan three-year strategy.

The Affordable Single/Multi-Family Housing, Housing Developer's Incentive Program, and Community Housing Development Organization funds are targeted geographically. Applications for projects throughout the City are eligible, but projects located in targeted areas of the City may be given preference. These areas are as follows:

- |                                   |                                  |                                   |
|-----------------------------------|----------------------------------|-----------------------------------|
| ▪ Uptown                          | ▪ University Place               | ▪ Fowler                          |
| ▪ New Chicago                     | ▪ St. Patrick's/Linden/ Pontotoc | ▪ Hickory Hill/ Southeast Memphis |
| ▪ Whitehaven/West Whitehaven      | ▪ Central Biomedical District    | ▪ Frayser                         |
| ▪ Binghampton                     | ▪ Douglas                        | ▪ Raleigh                         |
| ▪ Cooper-Young                    | ▪ College Park                   | ▪ Orange Mound                    |
| ▪ University District/Fairgrounds | ▪ Mall of Memphis/Mt. Moriah     | ▪ Hollywood/Hyde Park/Chelsea     |
| ▪ Klondyke                        | ▪ Riverview Kansas               | ▪ South Memphis                   |
| ▪ Midtown Corridor                | ▪ Jackson Avenue Corridor        | ▪ VECA                            |
| ▪ South Poplar Expansion Area     | ▪ Victorian Village              | ▪ Downtown                        |
| ▪ Parkway Village                 |                                  |                                   |

## **HOMELESS**

New Construction or rehabilitation of housing units that can meet the need of an individual(s) or family which lacks a fixed, regular and adequate night time residence.

**Priorities – strong consideration will be given to those applications that reflect qualified and experienced staffing with the capacity to carry out the administrative and program functions of the organization.**

## **CHDO CAPACITY PERFORMANCE POLICY**

The following attributes and abilities will measure CHDO performance capacity.

Each point noted below must be evidenced in writing and endorsed by the CHDO Board of Directors.

CHDO Programs that apply for project funds must:

- Present documentation of CHDO status in accordance with all applicable HOME requirements in the latest Rule;
- Provide evidence of ties with neighborhood organizations, enterprises and leadership.
- Present an established process for obtaining citizen input, gathering information and data on housing issues and a market analysis to support the housing solution being proposed by the CHDO Program requesting funds;
- Provide a housing solution linked with the Consolidated Plan; specific and reflective of the population, neighborhood or area being served and supported by a marketing plan;
- Present an established process for meeting funding based client qualifying requirements; equitable method for choosing whom, among many eligible applicants, will receive the proposed housing services;

- Provide a development and management plan for carrying out the housing solution, within a specific time frame, from project planning, site acquisition, project construction and marketing, to warranty support and property standards maintenance throughout the affordability period;
- **Must submit** commitment letter from other funding sources per 2013 HOME Final Rule: banking, investors, private lending, grants/loans other than HCD;
- Provide commitments from qualified persons who will serve as a “development team” or technical consultants for real estate development, engineering, environmental and construction design issues throughout the project;
- Present a functional business office and qualified staff:
  - Minimum of three, full-time staffers: program director, construction manager, and/or clerical;
  - Part-time or contract business support: accountant, legal (counsel, real estate closings);
  - Non-residential office location/mailing address, phone;
- Provide staff leadership with a verifiable background in non-profit program financial management and federally funded real estate development;
- Present an “emergency” staffing and support plan in the event of an employment crisis.

## HISTORY AND GOALS OF THE PROGRAM

The HOME Program was created by the National Affordable Housing Act of 1990 (NAHA), and has been amended several times by subsequent legislation.

□ **Objectives:** The intent of the HOME Program is to:

- Provide decent affordable housing to lower-income households,
- Expand the capacity of nonprofit housing providers,
- Strengthen the ability of state and local governments to provide housing, and
- Leverage private-sector participation.

## CURRENT HOME SNAPSHOT

▣Amounts: CHDO HOME dollars awarded for fiscal year FY 1992 through FY 2017 has been:

	<u>CHDO Project Set-aside</u>	<u>CHDO Operating Set-aside</u>
• FY 1992	\$ 870,000.00	\$ 155,000.00
• FY 1993	\$ 574,350.00	\$ 114,870.00
• FY 1994	\$ 631,091.92	\$ 235,130.00
• FY 1995	\$ 687,850.00	\$ 212,000.00
• FY 1996	\$ 689,000.00	\$ -0-
• FY 1997	\$ 920,000.00	\$ 184,000.00
• FY 1998	\$ 665,000.00	\$ -0-
• FY 1999	\$ 759,900.00	\$ 253,250.00
• FY 2000	\$ 760,800.00	\$ 523,253.00
• FY 2001	\$ 844,950.00	\$ 281,650.00
• FY 2002	\$ 941,201.00	\$ 257,237.00
• FY 2003	\$ 750,415.00	\$ 251,138.00
• FY 2004	\$ 765,022.00	\$ 255,007.00
• FY 2005	\$ 729,459.00	\$ 243,153.00
• FY 2006	\$ 729,460.00	\$ 243,153.00
• FY 2007	\$ 692,755.00	\$ 230,918.00
• FY 2008	\$ 691,086.00	\$ 230,361.90
• FY 2009	\$ 665,242.80	\$ 221,747.60
• FY 2010	\$ 742,563.00	\$ 221,747.00
• FY 2011	\$ 738,228.00	\$ 246,076.00
• FY 2012	\$ 1,090,908.25	\$ 217,112.25
• FY 2013	\$ 419,501.10	\$ 139,833.70
• FY 2014	\$ 391,574.00	\$ 130,524.00
• FY 2015	\$ 403,989.00	\$ 134,663.00
• FY 2016	\$ 357,956.40	\$ 119,198.80
• FY 2017	\$ 378,135.30	\$ 126,045.10

## HOME FUNDS TIME LIMITATIONS

### Timeframe

▣The City of Memphis is obligated to commit and spend its allocated funds within certain time frames or face the loss of HOME funds. Therefore, all contracting entities must provide detailed timelines and adhere to those timelines.

- The City has ***Twenty-four (24) months*** to enter into written agreements with developers, owners, contractors, subrecipients, and Community Housing Development Organizations (CHDOs) to commit HOME funds.
- The City, not the developers, owners, contractors, subrecipients and CHDOs have ***five (5) years*** to expend HOME funds. Those contracting with the City having HOME funded projects are expected to complete projects within eighteen (18) calendar months. The contract execution date is indicated on the cover page of the CHDO contract.
- CHDOs are awarded funding from available HOME FY'18 funds. The fiscal year that the CHDO dollars are awarded from is identified in the CHDO contract.

## CHDO SET-ASIDE REQUIREMENTS



- ☐ The City must reserve **a minimum of fifteen (15) percent** of its annual allocation for activities undertaken by designated Community Housing Development Organizations (CHDOs).
- ☐ In addition, the City may reserve up to five (5%) percent of its annual HOME administrative allocation from HUD for operating expenses incurred by qualified CHDOs while they are undertaking CHDO activities.

## GLOSSARY OF HOME TERMS

**Action Plan:** The one-year portion of the Consolidated Plan (see below). It includes the City's annual application for HOME funds.

**Adjusted Income:** Adjusted income is annual (gross) income reduced by deductions for dependents, elderly households, medical expenses, handicap assistance expenses and child care (these are the same adjustment factors used by the Section 8 Program). Adjusted income is used in HOME to compute the actual tenant payment in TBRA programs.

**Affordability:** The requirements of the HOME Program that relate to the cost of housing both at initial occupancy and over established timeframes, as prescribed in the HOME Final Rule. Affordability requirements vary depending upon the nature of the HOME assisted activity (i.e., homeownership or rental housing).

**Annual Income:** The HOME Program allows the use of one of three definitions of annual income: Section 8 annual income; annual income as reported on the U.S. Census long form; and adjusted gross income as defined for reporting on IRS Form 1040.

**Commitment:** Commitment means one of three things: (1) The City has executed a legally binding agreement with a subrecipient, or contractor to use a specific amount of HOME funds to produce affordable housing or provide tenant-based rental assistance; or (2) the City has executed a written agreement reserving a specific amount of funds for a CHDO; or (3) the City has met requirements to commit to a specific local project as defined below.

**Commitment to a specific project:** Commitment to a specific local project means that a legally binding agreement was executed meeting one of the following sets of requirements: (1) For rehabilitation or new construction projects, the City and the project owner will execute an agreement for an identifiable project under which construction can reasonably be expected to start within 12 months of the agreement date. (2) If the project consists of acquisition of standard housing by the City, the agreement must be a binding contract for the sale of an identifiable property and the property title must be transferred to the City (or other entity) within six months of the date of the contract. (3) If the project involves the acquisition of standard housing and the City is providing HOME funds to a purchaser, under the agreement, the title of the property must be transferred to the purchaser within six months of the agreement date. (4) If the project consists of TBRA, the City must enter into a rental assistance contract with the owner or the tenant in accordance with the provisions of 24 CFR Part 92.209.

**Community Housing Development Organization (CHDO):** A private, nonprofit organization that meets a series of qualifications prescribed in the HOME regulations at 24 CFR Part 92.2. The City must award at least fifteen percent (15%) of its annual HOME allocation to CHDOs.

**Concerns:** Monitoring issues that appear to not to be line with HUD regulations.

**Consolidated Plan:** A plan prepared by the City in accordance with the requirements set forth in 24 CFR Part 91 which describes community needs, resources, priorities and proposed activities to be undertaken under certain HUD programs, including HOME.

**Final Rule:** The Final HOME Rule was published at 24 CFR Part 92 on September 16, 1996 and became effective on October 16, 1996. **There were amendments made to the Federal Register and published on July 24, 2013 entitled 2013 HOME Final Rule.**

**Finding:** Violations of HUD regulations.

**Group Home:** Housing occupied by two or more single persons or families consisting of common space and/or facilities for group use by the occupants of the unit, and (except in the case of shared one-bedroom units) separate private space for each family.

**HOME-Assisted Units:** A term that refers to the units within a HOME project for which rent, occupancy and/or resale restrictions apply. The number of units designated as HOME-assisted affects the maximum HOME subsidies that may be provided to a project.

**HOME Funds:** All appropriations for the HOME Program, plus all repayments and interest or other returns on the investment of these funds.

**HOME Investment Trust Fund:** The term is given to the two accounts - one at the federal level and one at the local level - that "hold" the City's HOME funds. The federal HOME Investment Trust Account is the U.S. Treasury accounts for each participating jurisdiction. The local HOME Investment Trust Fund account includes repayments of HOME funds, matching contributions and payment of interest or other returns on investment.

**Household:** One or more persons occupying a housing unit.

**Income Verification:** Determination of an individual wage earnings or governmental benefits.

**Jurisdiction:** A state or unit of general local government.

**Large Household/Family:** Households of five or more persons who include at least one person related to the householder by blood, marriage or adoption.

**Low-Income Families:** Families whose annual incomes do not exceed eighty percent (80%) of the median income for the area (adjusted for family size).

**New Construction:** The creation of new dwelling units. Any project which includes the creation of the foundation and framing structure of a dwelling is considered new construction.

**Participating Jurisdiction (PJ):** The term given to a city, state, or consortium that has been designated by HUD to administer the HOME Program. HUD designation as a PJ occurs if a state or local government meets the funding thresholds, notifies HUD that they intend to participate in the program and has a HUD-approved Consolidated Plan.

**Program Income/CHDO Proceeds:** Gross income received by the CHDO directly generated from the use of HOME funds or matching contributions.

**Project:** A site or an entire building or two or more buildings, together with the site or sites on which the building or buildings is located, that are under common ownership, management and financing and are to be assisted with HOME funds, under a commitment by the owner, as a single undertaking. The HOME Final Rule eliminated the requirement that all buildings fall within a four-block radius.

**Project completion:** All necessary title transfer requirements and construction work have been performed; the project complies with all HOME requirements; the final draw-down has been disbursed for the project; and the project completion information has been entered in the disbursement and information system established by HUD. For TBRA, project completion means the final draw down has been disbursed for the project.

**Reconstruction (also rehabilitation):** The rebuilding, on the same lot, of housing standing on a site at the time of project commitment. The number of housing units on the lot may not be changed as part of the reconstruction project, but the number of rooms per unit may change. Reconstruction also includes replacing an existing substandard unit of manufactured housing with a new or standard unit of manufactured housing.

**Single-Room Occupancy (SRO):** Housing consisting of single-room dwelling units that is the primary residence of its occupant or occupants. The unit must contain food preparation and/or sanitary facilities if the project involves new construction, conversion of non-residential space, or reconstruction. If the units do not contain sanitary facilities, the building must contain sanitary facilities shared by the tenants.

**Targeting:** Requirements of the HOME Program relating to the income or other characteristics of households that may occupy HOME-assisted units.

**Total Project Cost:** All costs associated with the development of a HOME funded project. HOME participation is computed on a per unit basis and is limited to the lesser of \$60,000 or the subsidy needed to achieve fair market value.

**Unit:** The basis for calculating HOME support to a project. It is housing for a single household. All HOME funding support is computed and limited on a per unit basis.

**Very Low-Income Families:** Families whose annual incomes do not exceed fifty percent (50%) of the median income for the area (adjusted for family size).

<b>CHDO APPLICATION SUBMISSION</b>
------------------------------------

**INSTRUCTIONS**

1. CHDO applications must be submitted in a three ring binder. (Do not submit applications that are bound with rubber bands or clips).
2. CHDO applications must be submitted in same order as the application format
3. Submit *one (1) original and three (3) copies* of the CHDO application.
4. CHDO applications must be computer generated. (Do not submit handwritten applications).

**PLEASE SUBMIT CHDO APPLICATION IN THE FOLLOWING ORDER:**

1. Evaluation Form FY 2018 - CHDO Application Ranking Criteria page.
2. CHDO Application.
3. CHDO Application Checklist.
4. CHDO Applicant's Certification (Please sign).
5. Attachments.

**ATTACHMENTS: MANDATORY ITEMS FOR APPLICATION REVIEW.**

- ☐ Current Audit Reports.
- ☐ Provide commitment and support letters from Financial Institutions and Neighborhood Associations in your target area.
  - ***Due to the 2013 HOME Final Rule per HUD, the CHDO must provide a letter of commitment from a financial institution.***
- ☐ CHDO staff resumes and their job descriptions.
- ☐ Target Area Market Study or Neighborhood Needs Assessment Report.
- ☐ Preliminary drawings of new construction house plans.
- ☐ Marketing Plan (consistent with the city of Memphis Affirmative Marketing Plan).
- ☐ Provide your CHDO's Contractor(s) List.
- ☐ Provide documentation to support property ownership or site control (i.e. Warranty Deed, Trust Deed or Letter of Intent to Acquire Property).
- ☐ Shelby County Assessor's report for each identified property.
- ☐ Map of proposed development area.

**Evaluation Form  
FY-2018 CHDO APPLICATION**

CHDO Name: \_\_\_\_\_

CHDO Project Name: \_\_\_\_\_ CHDO Project Phase \_\_\_\_\_

CHDO Funding Request \$ \_\_\_\_\_ CHDO Administrative Request \$ \_\_\_\_\_

## Ranking Criteria

### Applicant Capacity and Track Record (I –VIII; Maximum Points – 36)

\*Provide documentation identifying prior housing experience and success with other projects similar to the projects and time schedule. (6 points)

\*Provide evidence of fiscal capacity to manage federal funds. (10 points)

\*Provide evidence of organization's use of consultants and joint venture partners during previous year. (4 points)

\*Provide evidence of neighborhood participation (i.e. letters of support from neighborhood associations and community groups). (5 points)

\*Provide documentation identifying organization capacity to implement the project (i.e. staff positions, job descriptions and descriptions and resumes) (6 points)

\*Early application submission by 1:00 p.m. November 18, 2016. (5 points)

### Project Quality (IX – XIII; Maximum Points – 30)

\*Provide evidence of proposed project activity meeting neighborhood needs supported by neighborhood need assessment, reports or market study. (10 points)

\*Submit housing design meeting neighborhood streetscape. (Submit new construction preliminary housing design plan(s) with application). (10 points)

\*Provide evidence of application addressing one or more priorities outlined in the three-year Consolidated Plan and the Mayor's priorities. (10 points)

### Project Leverage (XIV – XXII; Maximum Points – 20)

\*Provide evidence of identified non-federal leverage dollars. (5 points)

\*Provide evidence of secured project financing. (5 points)

\*Identify how previous year program proceeds will be used towards organization progression for self-sufficiency. (5 points)

\*Does the ratio for the number of units proposed in this application average the amount of funds requested. (3 points)

\*Will any of the proposed housing units be EcoBUILD certified? (2 points)

### Project Feasibility (XXIII – XXIV; Maximum Points – 20)

\*Does application identify realistic funding request and are budget/expenses reasonable. (5 points)

\*Does application identify site control? Is ownership of property established? (5 points)

\*Is proposed property in compliance with city and county zoning requirements? (5 points)

\*Provide letter(s) of commitments from other funding sources. (5 points)

CRITERIA	POOR	FAIR	AVERAGE	GOOD	EXCELLENT
Applicant Capacity & Track Record	1 - 6	7 - 12	13 - 18	19 - 25	26 - 36
Project Quality	1 - 6	7 - 12	13 - 18	19 - 24	25 - 30
Project Leverage	1 - 4	5 - 9	10 - 13	14 - 17	18 - 20
Project Feasibility	1 - 4	5 - 9	10 - 13	14 - 17	18 - 20
TOTAL POINTS					

THRESHOLD SCORE = 75

MAXIMUM SCORE = 106

If there is a tie, based on scores and limited funding, the City may select projects based on the alphabetical listing of the projects similarly ranked.

## City of Memphis Division of Housing and Community Development CHDO APPLICATION FORM

**I. APPLICATION TYPE  
(Must be completed)**

<input type="checkbox"/>	Rental
<input type="checkbox"/>	Combined

**Type of Units**

Duplex	<input type="checkbox"/>
Tri-Plex	<input type="checkbox"/>
4 or More Units	<input type="checkbox"/>
Single Family	<input type="checkbox"/>

**Eligible Uses of HOME funds:**

- Acquisition and/or rehabilitation of rental housing,
- New construction of rental housing,
- Acquisition rental properties.

**Ineligible:**

- Tenant Based Rental Assistance,
- Homeowner rehabilitation,
- Brokering or other real estate transaction.

**CHDO ROLE – *only select one* (Must be completed)**

<input type="checkbox"/>	Owner
<input type="checkbox"/>	Developer
<input type="checkbox"/>	Sponsor (All contractual agreements must be submitted for approval).

**II. INCOME HOUSEHOLD SERVED – (Must be completed)**

<input type="checkbox"/>	At least twenty percent (20%) of the rental residential units in this development will be rent-restricted and occupied by individuals whose income is fifty percent (50%) or less of area median income as adjusted by family size and published annually by HUD.
<input type="checkbox"/>	At least forty percent (40%) of the rental residential units in this development will be rent-restricted and occupied by individuals whose income is sixty percent (60%) or less of area median income as adjusted by family size and published annually by HUD.
<input type="checkbox"/>	Single family resident must serve individuals whose income is eighty percent (80%) or less of area median income.

**III. DEVELOPMENT NAME AND ADDRESS – (Must be completed)**

Development Name:
Address:

Memphis	Tennessee	Zip:
Shelby	Census tract:	

#### IV. COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (Must be completed)

<input type="checkbox"/>	Owner	<input type="checkbox"/>	Developer	<input type="checkbox"/>	Sponsor
Organization Name:					
Contact Person:				Title:	
Address:					
City:			State:		Zip:
Phone #			Fax #		
Census tract(s) service area:			Neighborhood:		

##### Legal Status:

Federal Identification Number: \_\_\_\_\_  
 State Senate: \_\_\_\_\_  
 State Assembly: \_\_\_\_\_  
 City Council District: \_\_\_\_\_

##### Other Attachments:

Audit Financial statements (most recent year) \_\_\_\_\_  
 Quarterly Financial Statement \_\_\_\_\_  
 Certificate of State Existence (TN) \_\_\_\_\_  
 Resolution endorsing Affirmative Marketing Policy \_\_\_\_\_

- Organizations being sponsored must sign the initial application as well.

	Yes	No
Do any unsatisfied judgments exist against the applicant/developer or any related party?		
Are there any unresolved homeowners or tenant complaint(s) against the CHDO arising from the development of housing units assisted with federal HOME set-aside funds?		
<i>If "Yes" please attach a separate explanation.</i>		

Total number of single family units completed by your CHDO to date:	
Total number of rental units completed by your CHDO to date:	
Total number of multi-family "projects" developed by CHDO to date:	
Total number of multi-family units completed by CHDO to date:	
Other type of units completed by CHDO: (i.e. Family, Elderly, Special needs):	

#### V. SPONSORED ORGANIZATION DATA (Must be completed)

<input type="checkbox"/>	Sole Proprietor	<input type="checkbox"/>	Non-Profit Corporation
--------------------------	-----------------	--------------------------	------------------------

<input type="checkbox"/>	Limited Partnership	<input type="checkbox"/>	Corporation
<input type="checkbox"/>	General Partnership	<input type="checkbox"/>	Limited Liability Corporation

**Sponsored address must be a valid mailing address. All development correspondence will be mailed to the ownership entity.**

Address:		
City:	State:	Zip Code:
County:	Phone #	
Contact Person:	Fax #:	
Federal Tax ID#:	Principle purpose of organization:	

Name of general partner(s), managing LLC member(s), principals or contact person:

	Phone #:	% Ownership:
	Phone #:	% Ownership:
	Phone #:	% Ownership:

## VI. (a) BOARD LISTING



Please list CHDO board members and home addresses. Indicate if they are residents of the neighborhood by placing an “R” by the Census Tract number (example: 16 – R).

Name	Address	Identify Resident Census Tract	Board Member Position

#### HUD 92.356: Conflict of Interest

- (a) *Applicability.* In the procurement of property and services by the participating jurisdictions, State recipients, and subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, apply. In all cases not governed by 24 CFR 85.36 and 24 CFR 84.42, the provisions of this section apply.
- (b) *Conflicts prohibited.* No persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to activities assisted with HOME funds or who are in a position to participate in a decision making process or gain inside information with regard to these activities, may obtain a financial interest or benefit from a HOME-assisted activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds hereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.
- (c) *Persons covered.* The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the participating jurisdiction, State recipient, or subrecipient which are receiving HOME funds.

## VI. (b) CHDO PROGRAM DATA

1. Provide a detailed narrative of your proposed project.
2. Describe how securing funding under this request will enhance the organization's goals in an effort to rebuild the community. (Example: How close are you following your market study?)
3. Please provide a description of your organization's mission, prior-housing experience inclusive of multi-family and/or rental housing.
4. Identify paid full-time and/or part-time staff that will be responsible for this project. Also, include any consultant(s) that will be used. (Please include resumes.)

**VII. DEVELOPMENT TEAM INFORMATION (Must be completed)**

**GENERAL PARTNER/MANAGING ORGANIZATION**

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:

**GENERAL CONTRACTOR**

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:

**DESIGN ARCHITECT AND FIRM**

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:

**SUPERVISORY ARCHITECT AND FIRM**

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:

**RENTAL MANAGEMENT ENTITY**

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:
Years of rental management experience:		
Total number of projects currently under management:		Total Units:

**REAL ESTATE BROKERAGE FIRM**

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:
Years of single family sales experience:		
Total number of units sold Low Income:		Total Units:

## ATTORNEY AND FIRM

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:
Does an identity of interest or business association exist between the Applicant, Applicant's Board, Developer, Developer's Board or Owner, Owner's Board and any other member of the development team? If members of the development team are related or associated in any way, please indicate the nature of the relationship. Examples of such overlapping interests or relationships include: family relationships; acting as a director, officer or owning stock in corporations; being partners (general or limited) or principals in a partnership; members in a limited liability company; or managing, advising or directing other corporate or business entities.		
If there is an identity of interest, please describe.		
Provide the names of those development team members which have been determined, including sponsoring organization, consultant, tax accountant, and any others involved in the development team.		

List any direct or indirect, financial or other interest a member of the above team may have with another member of the team for this development. List "none" if there are no identities of interest.

**If a conflict of interest exists, the City of Memphis shall notify the agency and reserves the right to deny funding of the proposal.**

**The contractor's profit, contractor's overhead, consultants and developer's fees, and developer's overhead combined should be limited to twenty percent (20%) of total development cost less those items for developments of twenty-four (24) units and under and seventeen percent (17%) for developments over twenty-four (24) units.**

# **VIII. DEVELOPMENT TIMELINE (Must be completed)**

Activity		Completion Date (month & year)
<b>A.</b>	Site Control:	
	Option	
	Site acquisition/Purchase	
<b>B.</b>	Financing:	
	1. Construction loan	
	Conditional commitment	
	Loan closing	
	2. Permanent loan	
	Conditional commitment	
	Loan closing	
<b>C.</b>	Plans and Specifications	
	Preliminary drawings	
	Initial working drawings	
	Working drawings & specifications	
<b>D.</b>	Closing and Transfer of Property	
<b>E.</b>	Construction Starts	
<b>F.</b>	Completion of Construction	
<b>G.</b>	Lease-up Period	From:
		To:
<b>H.</b>	First Building to be Placed in Service	
<b>I.</b>	Last Building to be Placed in Service	

## IX. SITE INFORMATION (Must be completed)

(Submit separate sheet for each parcel of land)

Does CHDO have site control of property for proposed construction development?

☐

Yes

☐

No

If yes, Site control is in the form of:

☐  
☐

Deed

Purchase contract

☐  
☐

Option

Other: \_\_\_\_\_

Expiration date of contract or option: (month, date & year) \_\_\_\_\_

**Site Control documentation must include an appraisal and a complete legal description of the property.**

Total Cost of land:

\$

Exact area of site:

(circle one - acres or square feet)

Seller:		
Proposed Property Address:		
City:	State:	Zip Code:

Present zoning classification:

Is a conditional use permit required?

When is approval for it expected?

Was property acquired with HOME or CDBG funds?

☐

Yes

☐

No

(If yes, project should have no acquisition costs)

**If no, provide Appraisal Report or Property Assessment from Tax Assessor's Office**

Are all utilities presently available to the site?

☐

Yes

☐

No

If No, which utilities need to be brought to the site?

If No, which utilities need to be brought to the site?	
Site currently used for:	
Prior site uses:	

### ADJOINING LAND USES

Describe adjoining land uses:	
North	
South	
East	
West	

## X. MULTI-FAMILY DEVELOPMENT INFORMATION (Must be completed)

Total number of units to be developed:	Number of low-income units:
Percent of units low-income: %	Percent of low-income rental floor area: %
Number of management units: Do not include in total number of development units.	

### Type of units:

<input type="checkbox"/>	Senior Citizens Residential housing	<input type="checkbox"/>	Duplex / Townhouse
<input type="checkbox"/>	Transitional housing for Special Needs	<input type="checkbox"/>	Multifamily rental residential:
<input type="checkbox"/>	Tri-plex:	<input type="checkbox"/>	4-plex:

### Targeting of units:

<input type="checkbox"/>	Physically disabled	_____
<input type="checkbox"/>	Homeless individuals or homeless families	_____
<input type="checkbox"/>	Elderly	_____
<input type="checkbox"/>	Large Family	_____
<input type="checkbox"/>	Mentally disabled	_____

### Number of Units:

**NOTE: Do not double count units when targeting special populations.**

### Type of building:

<input type="checkbox"/>	Row house/town house
<input type="checkbox"/>	Detached two-family (duplex)
<input type="checkbox"/>	Detached single-family
<input checked="" type="checkbox"/>	Apartments:
<input type="checkbox"/>	Elevator building, number of stories:
<input type="checkbox"/>	Non elevator building, number of stories:

### Type of construction:

<input type="checkbox"/>	Slab on grade
<input type="checkbox"/>	Crawl space
<input type="checkbox"/>	Partial basement
<input type="checkbox"/>	Full basement
<input type="checkbox"/>	Public Water/Sewer Yes/No*

Number of residential buildings:			
Number of parking spaces:	Garages:	Underground:	Surface:
Rent per space per month:	Garages: \$	Underground: \$	Surface: \$

<b>Type of Residential Floor Area:</b>	<b>Square Feet:</b>
Heated floor area:	
Non-heated floor area:	
Total Residential Floor Area:	

## **XI. ACQUISITION OF EXISTING BUILDING(S)\* (If applicable must be completed)**

How many residential buildings will be acquired for the proposed development? \_\_\_\_\_

Are all the buildings currently under site control for the proposed development?

☐

Yes

☐

No

How many residential buildings will be acquired for the proposed development? \_\_\_\_\_

Address of Building	Type of Control: Ownership, Option, Prior HOME/ CDBG funding or Purchase Contract	Expiration Date of Control Document (month, date & year) or Prior HOME/ CDBG Contract #	Number of Units	Acquisition Cost of Building
1.				\$
2.				\$
3.				\$
4.				\$
5.				\$
6.				\$
7.				\$
8.				\$
9.				\$
10.				\$

## **XII. RELOCATION INFORMATION (If applicable must be completed)**

Does this development involve any relocation or dislocation of tenants?

☐

Yes

☐

No

If Yes, describe relocation plan and assistance.



### **XIII. EXISTING BUILDING(S) OCCUPANCY (If applicable must be completed)**

How many units are occupied: \_\_\_\_\_

Have the URA General Information Notice been sent to the residential tenants:

☐

Yes

☐

No

<b>Tenant Name</b>	<b>Apt. #</b>	<b>Family Size</b>

**Attach separate sheet for continuous information.**

**(Rehab Only- Must be completed per Unit)**

## **XV. GENERAL SCOPE OF WORK**

	Cost Estimate	Describe (attach additional description if necessary)
Lead Testing		
Lead Abatement		
Interior		
Exterior		
Plumbing		
Electric		
Heating System		
Roof		
Appliance		
Landscaping		
Windows		
Kitchen Cabinets		
Exterior Doors		
Interior Doors		
Fence		
Other		
Other		
<b>TOTAL</b>	<b>-</b>	

Neighborhood Name:		
Project Address:		
City:	Census Tract:	Zip:
Appraisal "AS IS" Amount:	Appraisal Amount After Rehab:	

## **XVI. DEVELOPMENT COSTS (New Construction Only) (Must be completed)**

Itemized Cost	Total Cost	Non HOME Fund Cost	HOME Fund Cost	Per Unit Cost
<b>A. Purchase land and buildings:</b>				
Land	\$	\$	\$	\$
Existing structures	\$	\$	\$	\$
Demolition	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Category Subtotal	\$	\$	\$	\$
<b>B. Site Work:</b>				
Site Work	\$	\$	\$	\$
Off-site Improvements	\$	\$	\$	\$
Landscaping	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Other:	\$		\$	\$
Category Subtotal	\$	\$	\$	\$
<b>C. Rehabilitation and New Construction:**</b>				
New Building	\$	\$	\$	\$
Rehabilitation	\$	\$	\$	\$
Accessory buildings (garages, etc.)	\$	\$	\$	\$
General requirements***	\$	\$	\$	\$
Contractor overhead***	\$	\$	\$	\$
Contractor profit***	\$	\$	\$	\$
Construction Supervision:	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Category Subtotal	\$	\$	\$	\$

\* Construction supervision, consultant fees, developer's fees and developer overhead are limited to a combined fifteen percent (15%) of total development costs for developments with twenty-four (24) units or less and to twelve percent (12%) for those with more than twenty-four (24) units.

Itemized Cost	Total Cost	Non HOME Fund Cost	HOME Fund Cost	Per Unit Cost
D. For Contingency	\$	\$	\$	\$
Construction Contingency	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Category Subtotal	\$	\$	\$	\$
<b>Construction Cost Subtotal (Categories A-D)</b>	\$	\$	\$	\$
<b>E. For Architectural and Engineering Fees</b>				
Architect fee-design	\$	\$	\$	\$
Architect fee-supervision	\$	\$	\$	\$
Real estate attorney	\$	\$	\$	\$
Consultant/processing agent*	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Category Subtotal	\$	\$	\$	\$
<b>F. For Interim/Construction Costs</b>				
Construction insurance	\$	\$	\$	\$
Construction interest	\$	\$	\$	\$
Construction loan				
Origination fee**	\$	\$	\$	\$
Credit enhancement	\$	\$	\$	\$
Real estate taxes	\$	\$	\$	\$
<b>Category Subtotal</b>	\$	\$	\$	\$

\* Construction supervision, consultant fees, developer's fees and developer overhead are limited to a combined fifteen percent (15%) of total development costs for developments with twenty-four (24) units or less and to twelve percent (12%) for those with more than twenty-four (24) units.

- ***If the construction lender and permanent lender are same entity, the origination fee is not applicable to eligible basis.***

Itemized Cost	Total Cost	Non HOME Fund Cost	HOME Fund Cost	Per Unit Cost
<b>G. For Financing Fees and Expenses</b>				
Bond premium	\$	\$	\$	\$
Credit report	\$	\$	\$ NA	\$ NA
Permanent loan				
Origination fee	\$	\$	\$ NA	\$ NA
Credit enhancement	\$	\$	\$ NA	\$ NA
Underwriter's discount	\$	\$	\$	\$
Title and recording	\$	\$	\$	\$
Counsel's fee	\$	\$	\$ NA	\$ NA
Other:	\$	\$	\$	\$
Other:	\$	\$	\$	\$
<b>Category Subtotal</b>	\$	\$	\$	\$
<b>H. For Soft Costs</b>				
Property appraisal (feasibility)	\$	\$	\$	\$
Market Study	\$	\$	\$	\$
Environmental reports	\$	\$	\$	\$
THDA tax credit fees	\$	\$	\$	\$
Rent-up Marketing	\$	\$	\$ NA	\$ NA
Consultants*	\$	\$	\$	\$
Cost Certification	\$	\$	\$	\$
Letter of Credit	\$	\$	\$ NA	\$ NA
Relocation Costs	\$	\$	\$ NA	\$ NA
Common Area Furniture & Fixtures	\$	\$	\$ NA	\$ NA
Other:	\$	\$	\$	\$
<b>Category Subtotal</b>	\$	\$	\$	\$

\* Construction supervision, consultant fees, developer's fees and developer overhead are limited to a combined fifteen percent (15%) of total development costs for developments with twenty-four (24) units or less and to twelve percent (12%) for those with more than twenty-four (24) units.

Itemized Cost	Total Cost	Non HOME Fund Cost	HOME Fund Cost	Per Unit Cost
<b>I. For Syndication Costs</b>				
Organization (partnership)	\$	\$	\$ NA	\$ NA
Bridge loan fees & expenses	\$	\$	\$ NA	\$ NA
Tax opinion	\$	\$	\$ NA	\$ NA
Other:	\$	\$	\$ NA	\$ NA
Other:	\$	\$	\$ NA	\$ NA
<b>Category Subtotal</b>	\$	\$	\$ NA	\$ NA
<b>J. For Developer's Fees*</b>				
Developer's overhead	\$	\$	\$	\$
Developer's fee	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Other:	\$	\$	\$	\$
<b>Category Subtotal</b>	\$	\$	\$	\$
<b>K. For Development Reserves</b>				
Rent-up reserve	\$	\$	\$ NA	\$ NA
Operating reserve	\$	\$	\$ NA	\$ NA
Escrows	\$	\$	\$ NA	\$ NA
Other:	\$	\$	\$ NA	\$ NA
Other:	\$	\$	\$ NA	\$ NA
Other:	\$	\$	\$ NA	\$ NA
Other:	\$	\$	\$ NA	\$ NA
<b>Category Subtotal</b>		\$	\$ NA	\$ NA
<b>Intermediary Cost Subtotal (Categories E-K)</b>	\$	\$	\$	\$

\* Construction supervision, consultant fees, developer's fees and developer overhead are limited to a combined fifteen percent (15%) of total development costs for developments with twenty-four (24) units or less and to twelve percent (12%) for those with more than twenty-four (24) units.

<b>Development Cost Summary</b>				
<b>Itemized Cost</b>	<b>Total Cost</b>	<b>Non HOME Fund Cost</b>	<b>HOME Fund Cost</b>	<b>Per Unit Cost</b>
<b>Construction Cost Subtotal</b> (From page PL 1)	\$	\$	\$	\$
<b>Intermediary Cost Subtotal</b> (From page PL 3)	\$	\$	\$	\$
<b>Total Development Cost</b>	\$	\$	\$	\$

**XVII. SYNDICATION OR EQUITY INFORMATION (Multi-Family Rental)**  
**(If applicable must be completed)**

Gross Equity Proceeds*	\$
Less Historic Rehabilitation Tax Credit Proceeds	(\$ )
Less Expenses (describe below):	(\$ )
	(\$ )
	(\$ )
<b>Total Net Proceed</b>	\$
Expected Value Per Credit Dollar*	\$

When are these net proceeds to be available? \_\_\_\_\_

**If investor equity is required to meet construction financing needs, enclose a copy of the investor commitment showing when it will occur, the amount, and under what terms it will be provided.**

Type of offering:

☐

Public

☐

Private

Type of investors:

☐

Individuals

☐

Corporations

Name of fund:		
Syndicator:		
Address:	Phone:	
City:	State:	Zip Code:

**XVIII. DEVELOPMENT SUBSIDY INFORMATION (Multi-Family Rental Only)**  
**(If applicable must be completed)**

Do/Will any low-income units receive rental assistance?

☐

Yes

☐

No

**If Yes, check the type of rental assistance:**

☐  
☐  
☐  
☐

Section 8 New Construction/Substantial Rehabilitation

Section 8 Moderate Rehabilitation

Section 8 Certificates

State Assistance (specify program):

☐  
☐  
☐  
☐  
☐

Section 8 Project Based Assistance

Tenant Based Rental Assistance – HOME

Section 8 Vouchers

Home

Other

Number of units receiving assistance: \_\_\_\_\_

Number of years of rental assistance contract: \_\_\_\_\_

**Include conditional or firm commitment that documents number of units receiving assistance.**



## XIX. DEVELOPMENT RENTS (Rental)

(See Rent Limits for Shelby County, Appendix A)

	0-bdr	1-bdr	2-bdr	3-bdr	-bdr
30% of Area Median Income	\$	\$	\$	\$	\$
40% of Area Median Income	\$	\$	\$	\$	\$
50% of Area Median Income	\$	\$	\$	\$	\$
60% of Area Median Income	\$	\$	\$	\$	\$

**Low-Income Units Only** (do not include utility allowances). Projected monthly rent for low-income units must meet the percentage indicated by ACTR 1 in order to receive points in this category. No change is allowed in unit mix without the City's permission. Do not include manager's unit. Gross rent inclusive of utility allowances cannot exceed maximum CMI limits.

Number of Bedrooms	Number of Units	CMI Set Aside %	Number of Baths	Size of Unit (Sq. Ft.)	Monthly per unit Net Rent	Monthly Utility Allowance	Monthly per unit Gross Rent	Total Monthly Rent (total units x net rent)
-bedroom					\$	\$	\$	\$
-bedroom					\$	\$	\$	\$
-bedroom					\$	\$	\$	\$
-bedroom					\$	\$	\$	\$
-bedroom					\$	\$	\$	\$
-bedroom					\$	\$	\$	\$
-bedroom					\$	\$	\$	\$
Total:								

**A. Available Net Monthly Rental Income—Low-income: \$**

### Market Rate Units Only

Number of Bedrooms	Number of Units		Number of Baths	Size of Unit (Sq. Ft.)	Monthly per unit Net Rent	Monthly Utility Allowance	Monthly per unit Gross Rent	Total Monthly Rent (total units x net rent)
-bedroom					\$	\$	\$	\$
-bedroom					\$	\$	\$	\$
-bedroom					\$	\$	\$	\$
-bedroom					\$	\$	\$	\$
-bedroom					\$	\$	\$	\$
Total:								

**A.. Available Net Monthly Rental Income-Market: \$**

**B. Total Gross Monthly Rental Income (A+B): \$**

**C. Estimated annual percentage increase in annual income: %**

**D. Total Annual Gross Rental Income (Cx12): \$**

## XX. MONTHLY UTILITY ALLOWANCE CALCULATIONS

Provide information for **tenant-paid** utility costs only; enter allowance amounts by Bedroom Size

Utilities	Type of Utility (Gas, Electric, Etc.)	0-bdr	1-bdr	2-bdr	3-bdr	-bdr
Heating		\$	\$	\$	\$	\$
Cooking		\$	\$	\$	\$	\$
Hot Water		\$	\$	\$	\$	\$
Lighting		\$	\$	\$	\$	\$
Air conditioning		\$	\$	\$	\$	\$
Sewer		\$	\$	\$	\$	\$
Trash		\$	\$	\$	\$	\$
Total Tenant-Paid Utilities		\$	\$	\$	\$	\$

### Source of Utility Allowance Calculation

<input type="checkbox"/>	Utility Company
<input type="checkbox"/>	Memphis Housing Authority
<input type="checkbox"/>	Other

(Documentation supporting utility calculations must be submitted with this application.)

**XXI. ANNUAL DEVELOPMENT EXPENSE INFORMATION (Rental Only)**

Provide the following information for all units. Expenses must be itemized into the listed categories. Development expenses are expected to be reasonable and appropriate for the type of development. Submit documentation to support any unusual operating expense

GROSS POTENTIAL INCOME (GPI) (Rental Only)		ANNUAL INCOME TOTAL DEVELOPMENT
	Total Gross Rental Income	\$
1	Laundry	\$
2	Parking	\$
3	Commercial	\$
4	Interest Income	\$
5	Support Service Income (Attach specific details)	\$
6	Other Income: Describe	\$
7	Other Income: Describe	\$
8	Other Income: Describe	\$
9	Total Gross Potential Income	\$
10	Less Rental Vacancy ( _____ %)	\$
11	Less Parking Vacancy ( _____ %)	\$
12	Less Commercial Vacancy ( _____ %)	\$
13	Less Other Vacancy ( _____ %)	\$
14	Less Other Vacancy ( _____ %)	\$
15	Total Vacancy Loss	\$
16	EFFECTIVE GROSS INCOME (EGI)  GPI (line 9) less Total Vacancy Loss (line 15)	\$

<b>Administrative Expenses of Rental Property Only</b>		
Advertising	\$	
Management (____% of EGI)	\$	
Legal/Partnership	\$	
Accounting/Audit	\$	
Compliance Fees	\$	
Other:	\$	
<b>Total Administrative</b>		\$
<b>Maintenance</b>		
Decorating	\$	
Repairs	\$	
Exterminating	\$	
Grounds	\$	
Other:	\$	
<b>Total Maintenance</b>		
<b>Operating</b>		
Elevator	\$	
Fuel (heating & hot water)	\$	
Lighting & misc. power	\$	
Water/Sewer	\$	
Gas	\$	
Trash removal	\$	
Payroll/Payroll Taxes	\$	
Hazard insurance	\$	
Common area electric*	\$	
Supplies	\$	
Snow and trash removal	\$	
Support Service Expenses (Attach description)	\$	
Other:	\$	
<b>Total Operating Cost</b>		
<b>Real Estate Taxes</b>		\$
<b>Total Annual Expenses</b>		\$
<b>Annual Replacement Reserve</b>		\$

Estimated annual percentage increase in annual expenses: \_\_\_\_\_%

## XXII. ANNUAL DEVELOPMENT CASH FLOW ANALYSIS SUMMARY (Rental)

<b>Annual Gross Income</b>		\$	
Less Vacancy & collection loss Factor @ %		(\$ )	
Net rental income		\$	
Plus Net non-rental income		\$	
<b>Annual Effective Gross Income</b>			\$
<b>Annual Operating Expenses</b>			
Less total annual expenses		(\$ )	
Less annual replacement reserve		(\$ )	
<b>Annual Net Operating Income</b> Available for debt service and return on equity			\$
<b>Less Annual Debt Service Costs</b>			
	Amount	Annual Debt Service	
Estimated First Mortgage	\$	(\$ )	
Servicing Fee First Mortgage	\$	(\$ )	
Subordinate Mortgage	\$	(\$ )	
Servicing Fee Subordinate Mortgage	\$	(\$ )	
<b>Estimated Excess Cash Flow Available for Return on Equity</b>			\$

Identify and calculate other estimated income sources (i.e. parking, laundry, commercial space, etc.) below:

### XXIII. ENERGY AND AMENITIES INFORMATION (All Development)

Energy Equipment System & Fuel Type (forced air, gas, hot water, etc.)

Heating:

Air Conditioner:

Domestic hot water:

#### Amenities Included with (Low-Income Units)

	Common Laundry		Community Room		Security Systems
	Play Area		EcoBUILD		Other
<b>Unit Amenities</b> (Check all that apply)					
	Range/oven		Hood Fan		Disposal
	Washer & dryer		Laundry hookup only		Dishwasher
	Microwave		Refrigerator		Patio/Balcony
	Blinds/Shades		Drapes		Cable TV Hookup
	Sheet Vinyl		Ceramic Tile		Carpet
	HVAC		Sleeve and A/C unit		Other:
	Trash Compactor		Category 5		

#### Amenities Included with (Market-Rate Units)

	Common Laundry		Community Room		Security Systems
	Play Area		Other		
<b>Unit Amenities</b> (Check all that apply)					
	Range/oven		Hood Fan		Disposal
	Washer & dryer		Laundry hookup only		Dishwasher
	Microwave		Refrigerator		Patio/Balcony
	Blinds/Shades		Drapes		Cable TV Hookup
	Sheet Vinyl		Ceramic Tile		Carpet
	Central A/C		Sleeve and A/C unit		A/C Sleeve Only
	Trash Compactor		Other:		Other:

**XXVI.**

**PROFORMA (Must be completed)**

Attached to the email as a separate form.

## XXVII. ENVIRONMENTAL ASSESSMENT

### GENERAL INFORMATION

Is any part of the site within or near (within 1/4 mile) any of the following: <i>(If "Yes", please provide written explanation)</i>		
	Yes	No
Environmental Corridor <i>(Check with County or Regional Plan Commission)</i>		
100-year Flood Plan		
Designated Wetland		
Prior Land Fill/Dump Site		
Known Point of Archaeological Interest		
Industrial Area		
Railway Corridor		
Airport Traffic Zone		
<b><i>Attach listings of other possible pollutants or nuisances (unusual odors, noises, storage tanks, etc.)</i></b>		

### B. ENVIRONMENTAL RISKS

This section is intended to summarize your knowledge or information regarding conditions at the property or building which may present environmental risks or potential hazards if any. For each potential hazard or condition listed in the left column please indicate your knowledge or information of its current or historic presence by checking one of the three columns on the right portion on the page.

1. If you know of or suspect the evidence or the presence of a potential hazard or condition, please place a check in the **YES** column.
2. If you are neither aware of nor suspect any evidence of a potential hazard or condition, please place a check in the **NO** column.
3. If you are unsure of the presence of a potential hazard or condition, please place a check in the **UNKNOWN** column.



**REAL ESTATE TAXES, ASSESSMENTS, AND OTHER FEES/CHARGES**

Year of most recent property assessment:			Mil Rate:	
Equalization Rate:	Land:	Improvements:	Total:	
Provide copies of property taxes for three preceding years.				
If a nonprofit, has the taxing authority agreed to exempt the project from real estate taxes or to offer a payment in lieu of taxes (PILOT)?				
Any special assessments, levied or pending? Describe nature, duration and amount:				
Sewer Access Charge	\$	Street Extension	\$	
Water Access Charge	\$	Impact Fees	\$	
Park Dedication Fee	\$	Other (specify)	\$	
What, if any, off-site public improvements are required? None ( ) Specify:				
Describe cost and funding plan for construction of these improvements:				
Is the site within a Tax Incremental Financing (TIF) district? Yes/No				
Is the site within a Planned Unit Development (PUD) district? Yes/No				

**LINKAGES AND SERVICES****NAME AND DISTANCE TO NEAREST:**

	Name	Distance
Grocery Store		
Convenience Store		
Place of Worship		
Hospital		
Post Office		
Banks		
Shopping Center		
Day Care Center		
Elementary School		
Middle School		
High School		
Senior Citizen Center		
Bus Stop		
Special Transit Services		

<b>PRESENCE OF POTENTIAL HAZARDS OR CONDITIONS</b> (Check appropriate box)	Yes	No	Unknown
Has a Hazardous or Toxic Substance discharge occurred at the property?			
Are any Hazardous or Toxic Substances stored at the property?			
Are Underground Storage Tanks* present at the property?			
Are Aboveground Storage Tanks* present at the property?			
Are there Pipeline Discharges at or from the property?			
Surface Contamination, Stained soils/Pavement, Stressed Vegetation present?			
Suspicious Containers or Drums present at the property.			
Empty paints cans present?			
PCB's (Polychlorinated Biphenyls).			
Electrical Transformers, Capacitors or Fluorescent Light Ballast present.			
Are there Old White Goods? (i.e., refrigeration equipment) present?			
Have VOCs (Volatile Organic Compounds) been detected or reported at the property?			
Are any Waste Disposal Areas present on the property?			
Any evidence of Pesticides?			
Is any Scrap Metal Piles on the property?			
Potable or monitoring Wells?			
Septic Systems?			
Holding Tanks.			
Any Hazardous Thermal Insulating Materials (Area Formaldehyde) present.			
Asbestos Containing Materials (ACM)?			

<b>PRESENCE OF POTENTIAL HAZARDS OR CONDITIONS CONTINUED</b> (Check appropriate box)	Yes	No	Unknown
Lead Piping in Domestic Water System?			
Lead-based Paint (Lead Concentrations)?			
Building Code Violations?			
Structural Deficiencies?			
Termites, Pests, Rodents?			

\* If underground or aboveground storage tanks have been removed or closed, please attach tank closure report and tank registration or inventory forms in accordance with WDNR guidelines.

Please furnish any additional information known to you that relates to the presence of conditions or materials at the property, which may pose a threat to human health, safety or the environment.

**The following items will be required after feasibility analysis and must be submitted as requested during the loan approval process in order to meet the 90-day approval time frame. Please provide if currently available.**

☐ Phase I Environmental Audit.

## CHDO APPLICATION CHECKLIST

Check Items:	<h3>CHDO Application</h3> <p><b>Ownership Entity Documents:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10%; height: 25px;"></td><td>Organizational Documents (i.e. State Charter/Articles of Incorporation and Bylaws)</td></tr> <tr><td style="height: 25px;"></td><td>IRS Tax – Exempt Certification</td></tr> <tr><td style="height: 25px;"></td><td>State Certification</td></tr> <tr><td style="height: 25px;"></td><td>Current Signature Board Listing</td></tr> <tr><td style="height: 25px;"></td><td>Nonprofit Corporation Tax Return (990 form)</td></tr> <tr><td style="height: 25px;"></td><td>Current Audit or Financial Statements of the Organization</td></tr> <tr><td style="height: 25px;"></td><td>Market Study or Assessment Report</td></tr> <tr><td style="height: 25px;"></td><td>Staff Job Descriptions and Resumes</td></tr> <tr><td style="height: 25px;"></td><td>Marketing Plan (consistent with the City of Memphis Affirmative Marketing Plan)</td></tr> <tr> <td style="height: 25px;"></td> <td><b>Professional Preliminary Documents:</b></td> </tr> <tr><td style="height: 25px;"></td><td>Design/Supervisory architect professional service contract</td></tr> <tr><td style="height: 25px;"></td><td>Detailed scope of rehabilitation work and costs (if applicable)</td></tr> <tr><td style="height: 25px;"></td><td>Provide listing of contractor currently used by the organization (identify projects by address for each contractor)</td></tr> <tr><td style="height: 25px;"></td><td>Preliminary drawing of new construction house</td></tr> </table>		Organizational Documents (i.e. State Charter/Articles of Incorporation and Bylaws)		IRS Tax – Exempt Certification		State Certification		Current Signature Board Listing		Nonprofit Corporation Tax Return (990 form)		Current Audit or Financial Statements of the Organization		Market Study or Assessment Report		Staff Job Descriptions and Resumes		Marketing Plan (consistent with the City of Memphis Affirmative Marketing Plan)		<b>Professional Preliminary Documents:</b>		Design/Supervisory architect professional service contract		Detailed scope of rehabilitation work and costs (if applicable)		Provide listing of contractor currently used by the organization (identify projects by address for each contractor)		Preliminary drawing of new construction house
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## MANDATORY ITEMS TO BE REVIEWED

Please follow and use this checklist in submitting your application. Your application will be considered incomplete if any mandatory item is missing. Further review will not resume until missing items are received.

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### CHDO APPLICATION

#### MANDATORY ITEMS FOR FEASIBILITY:

<input type="checkbox"/>	Application (One original and three copies)
<input type="checkbox"/>	Financing Application
<input type="checkbox"/>	Letter of Commitment from a Financial Institution
<input type="checkbox"/>	Market Study or Assessment Report for Service Area
<input type="checkbox"/>	Affirmative Marketing Plan
<input type="checkbox"/>	Applicant Certification Page with Signatures
<input type="checkbox"/>	Conceptual drawings: sketches of site plan and building layout. If available, provide elevation

## CHDO APPLICANT'S CERTIFICATION

The Undersigned hereby acknowledges and certifies to the City of Memphis Housing and Community Development ("City"), individually and on behalf of the CHDO/Developer ("Applicant") as part of this application for HOME Set aside CHDO funds in the amount of \$\_\_\_\_\_ for the development of \_\_\_\_\_ housing units.

The CHDO Application certifies the following as:

1. The information contained in the Application, including all statements and certifications attached hereto, is true and correct and has been prepared with due diligence. The Applicant has an affirmative duty to notify the City about any changes to the information contained in the Application or to the CHDO organization. The Applicant knows of no facts or circumstances that would threaten or adversely affect the Development and cause the information in the Application to be incorrect or misleading. The City or its agents may make verification of information contained in the Application at any time.
2. The Applicant agrees to indemnify and hold harmless the City, its members, officers, employees and agents, from and against, any and all claims, suits, damages, costs and expenses arising out of the City's review of and decisions with regard to the Application. City analysis and review of the Application and related documentation is for its own purposes. The City is not entitled to rely on such analysis and review. The City is not responsible for any actions taken by Applicant in reliance on a prospective financing commitment from the Authority. The City is not liable for damages resulting directly or indirectly from such actions. A financing commitment does not exist until the City has issued a Commitment Letter and the Applicant has accepted such letter.
3. Misleading information or misrepresentation contained in the Application may result in the termination of the underwriting/approval process, a revocation of loan approval and/or prohibition from participation in City programs.
4. The Contract Documents when entered into by the City and the Applicant shall supersede all discussions, negotiations and agreements about the Application.
5. The execution and delivery of the Application and this document is duly authorized and binding on the Applicant.

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of CHDO

\_\_\_\_\_  
Signature of Executive Director

\_\_\_\_\_  
Signature of Board Chairman

### **ALL CHDO APPLICATIONS**

**Must be completed in its entirety and submitted to the Division of  
Housing & Community Development - 701 North Main Street  
no later than 4:00 p. m. on November 18, 2016;  
or your application will be REJECTED!!**